

A P P L I C A T I O N

HISTORIC LANDMARKS AND PRESERVATION DISTRICTS COMMISSION

Address of Property: _____

Owner: _____

name

address

city/state/zip

phone

Agent: _____

name

address

city/state/zip

phone

Architect: _____

name

address

city/state/zip

phone

Contractor: _____

name

address

city/state/zip

phone

Description of Work to be Done _____

Estimated cost of proposed work which is the subject of this application _____

Owner's Signature: _____

By signing this application, I acknowledge that I have reviewed the proposed scope of work and am responsible for compliance with any Certificate of Appropriateness issued for this project.
(Owner's original signature is required for all applications)

Agent's Signature: _____

I hereby certify that the proposed work is accurately described and authorized by the owner of record, and I am acting on behalf of the owner to make this application as authorized agent.

OFFICE USE ONLY

Application #: _____ Date of Receipt: _____ Date Determined Complete: _____

Staff Review ☐ Response Date: _____

Committee Review ☐ Hearing Date: _____

District _____ Block _____ Lot _____

Assessed Value of Structure _____

Mail application to: *Metro Planning & Design Services; 444 South Fifth Street; 3rd Floor, Louisville, Kentucky 40202.* Questions? Call (502) 574-3501. Design Review Guidelines can be found on the Metro Louisville web page at <http://www.louisvilleky.gov/PlanningDesign/Historic+Landmarks+and+Preservation+Districts+Commission.htm>

SUBMITTAL CHECKLIST

Please submit the following drawings (drawn to scale) and information with the application form to describe the design of the project. Drawings should be limited to 11x17 size, maximum. A complete submittal will help expedite the review process.

NEW GARAGE:

- ☐ **Site Plan** showing existing buildings and location of new garage. Indicate dimension of setbacks (if any) from property lines.
- ☐ **Exterior Elevations*** showing roof slope, exterior materials, window and door openings, and other architectural features.
- ☐ **Eave/gutter detail***
- ☐ **Photographs** (labeled and noted on site plan) showing current site conditions.

* Note: Standard drawings may be obtained from the Landmarks Commission staff for basic garage designs. Consult with staff about availability.

ADDITIONS AND NEW DECKS:

- ☐ **Site Plan** showing relationship to existing building and neighboring structures. Indicate dimension of setbacks (if any) from property lines.
- ☐ **Plan** showing dimensions of new addition or deck (include locations of stairs and railings).
- ☐ **Exterior Elevations** showing roof slope and vertical dimensions, exterior materials, window and door openings and other architectural features.
- ☐ **Eave/gutter detail.**
- ☐ **Photographs** (labeled and noted on site plan) showing current site conditions.
- ☐ **Other details** as required (or requested) to describe the project (e.g., indicate deck railing height and construction detail, porch column and railing details, special door and window details, etc.).

NEW CONSTRUCTION (new building other than garage):

- ☐ **Site Plan** showing location of new building and other site improvements (e.g., parking, sidewalks, landscaping, etc.). Indicate setbacks (if any) from property lines.
- ☐ **Exterior Elevations** showing roof slope and vertical dimensions, exterior materials, window and door openings and other architectural features (note window sizes and all materials - wood siding, brick etc. - on drawings).
- ☐ **Street elevation** showing proposed new building in context with the adjacent buildings.
- ☐ **Eave/gutter detail** (indicate roof overhang, soffit material, gutter type, etc.).
- ☐ **Other details** as required (or requested) to describe the project (e.g., porch column and railing details, special door and window details, etc.).
- ☐ **Photographs** (labeled and noted on site plan) showing current site conditions.

OTHER:

- ☐ **Consult with staff**

***Note:** Additional drawings may be required to illustrate special conditions related to the design of your project. Consult with the Department of Inspections, Permits & Licenses for additional drawings that may also be required in order to obtain a building permit.*